



**CENTRAL NORMAL SCHOOL  
TE KURA TUATAHI O PAPAIOEA**

— Whaka Kia Tutuki! - strive to your potential! —

# **Central Normal School Application Pack: New Entrant Teacher (Fixed Term)**

**YOUR  
DREAM JOB  
IS HERE**



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## COVERING LETTER

Kia ora!

Ngā mihi nui ki a koe. Thank you for expressing an interest in the New Entrant position at our school.

If you join our team, you will be part of a team that is dedicated to providing the best possible outcomes for our tamariki. Our values of Kaitiakitanga, Whānaungatanga and Manaakitanga, permeate all that we do.

We are exceptionally proud of the richness of our school, which makes our school a real whānau place to be:

- We have 6 Māori Rumaki classes, where our tamariki learn at Level 1 Māori Immersion
- We are one of the only contributing primary schools in New Zealand to be a fund holder school for the provision of Special Education for ORS funded children.
- We are also a Normal School, where we have a close relationship with Massey University to support graduate trainees on their journey to become a qualified teacher. We take great pride in being a Normal School, where our teachers are expected to demonstrate exemplary practice for our graduate trainees.

Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the positions at our school. Should you have any further questions about the position or would like to make a time to visit our school, you are welcome to contact me on (06) 359 3337 or [principal@centralnormal.school.nz](mailto:principal@centralnormal.school.nz)

I look forward to hearing from you.

Ngā manaakitanga

Regan Orr  
Tumuaki | Principal



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## GAZETTE ADVERTISEMENT

**New Entrant Teacher (Fixed Term):** Your dream job is here! We are seeking a passionate teacher who wants to make a major impact with our New Entrant tamariki.

The successful applicant will provide amazing learning and teaching experiences for our New Entrant children to set them on the path of success. As a New Entrant teacher, we also seek someone who can teach effective Literacy and Maths programmes, to give our tamariki a strong foundation for their learning.

We see this as a highly desirable position for someone who wants to make a genuine impact with shaping our tamariki.

Position commences the first day of Term 3. The Tumuaki welcomes your enquiry or visit.

Please send this application form, a covering letter and CV to Regan Orr Thursday 2 April, 3.00pm

## TIMELINE FOR APPOINTMENT

Positions advertised online	13 March 2026
Applications for positions close	2 April 2026
Shortlisting of applicants	During Term 1 break
Interviews	Wednesday 22 April 2026
Offer of appointment made/ Successful applicants notified	Thursday 23 April 2026
Position Commences	20 July 2026



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## APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school. Please ensure your application includes the following:

- Completed application form
- Curriculum Vitae
- Covering letter (which includes the skills you will bring to enhance our kura)

All applications should be emailed to [principal@centralnormal.school.nz](mailto:principal@centralnormal.school.nz) with 'Confidential - Job Application' in the subject line. We must receive this no later than 3pm on Thursday 2 April 2026.

Further information about our school can be found on our school website.

We look forward to receiving your application.

If you would like to speak about your application, you are welcome to make contact with me.

Ngā mihi nui

Regan Orr  
Tumuaki | Principal  
Te Kura Tuatahi o Papaioea  
Central Normal School

## SOME NOTES TO SUPPORT YOUR APPLICATION

Thank you for applying for a teaching position with our school. Please ensure you read the following notes before filling in the application:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) and a covering letter.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
  - a. You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
  - b. The Clean Slate Act provides certain convictions do not have to be disclosed providing:
    - you have not committed any further offence within 7 consecutive years of being sentenced
    - you did not serve a custodial sentence<sup>[1]</sup> at any time
    - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
    - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
9. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

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*Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.*



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**APPLICATION FOR EMPLOYMENT: NEW ENTRANT TEACHER**

Surname/Family name	First names (in full)

Preferred name

Are you known by any other name(s)? If yes, please provide details below Yes <input type="checkbox"/> No <input type="checkbox"/>

Full postal address

Email address

Mobile number

Qualifications		
Degree	University	Year
Other Qualifications		
Relevant Experience		

Teacher Registration	Registration Number	Certification Category	Registration Expiry Date

Present Employment	
Employer	
Position Held	
Time in position	

Employment History (VCA requirement, please complete for the last 5 years)				
Period worked (please state start and end date)		Employer's Name (or reason for employment gap)	Position held	Reason for leaving
Start date	End date			
	to			

## REFEREES

Please provide the names of three people who can act as referees for you. One of these should be your current or most recent employer. (Please note that no contact will be made without first obtaining the consent of the applicant).

Name	Organisation	Position/Relationship	Contact Number/Email

## IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes

<b>Are you a New Zealand citizen?</b> If not, do you have a NZ Work Permit?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Have you ever had a criminal conviction?</b>  If Yes, please provide detail:  <i>A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Have you ever been discharged without a conviction for an offence?</b> If Yes, please provide detail:	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Are there any health related conditions which could impact on your ability to perform the position applied for?</b>  If Yes, please provide details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<p><b>In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?</b></p> <p>If Yes, please detail:</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
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**DECLARATION**

<p>I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.</p>
<p><b>Applicant's Full Name:</b></p>
<p><b>Signature:</b></p>
<p><b>Date:</b></p>